

**INDIANA DEPARTMENT OF NATURAL RESOURCES (IDNR) AND THE INDIANA
DEPARTMENT OF ADMINISTRATION (IDOA) PUBLIC WORKS DIVISION
REQUEST FOR QUALIFICATION (RFQ) FOR
DESIGN SERVICES FOR STATE PARK INN/LODGE**

Due August 17, 2021

REQUEST FOR QUALIFICATION #

This is a Request for Qualification and Information (RFQ) issued by the Indiana Department of Natural Resources (IDNR) and the Indiana Department of Administration (IDOA) Public Works Division.

As the IDNR and IDOA intend to design and construct one State Park Inn/ Lodge with approximately 100 - 120 guest rooms, and to conduct a site analysis and conceptual study for an additional second Inn/ Lodge of approximately 100-120 guest rooms.

IDNR and IDOA are issuing this Request for Qualification to select an appropriate Designer to lead the design of these facilities

This RFQ is intended to publicize the possible, future availability of contracting opportunities for services described herein. The IDNR and IDOA create no obligation, expressed or implied, by issuing this RFQ or by receipt of any submissions pursuant hereto. The award of any contract(s) as a result of this RFQ shall be at the sole discretion of the IDNR and IDOA. Neither this RFQ nor any proposal submitted in response hereto is to be construed as a legal offer. No contract will be awarded without further discussion and negotiation with the responding firms or the issuance of a Contract. The IDNR and IDOA will not be responsible for any expenses incurred by any firm in preparing and submitting information responding to this request.

CONFIDENTIAL INFORMATION

Potential offerors are advised that materials contained in their proposals are subject to the Indiana Public Records Act, IC 5-14-3 et. seq., and after the execution of the contract, may be viewed and/or copied by any member of the public, including news agencies and competitors.

SCOPE OF WORK

The IDNR will construct a new lodge with 100-120 guest rooms, full-service dining facilities, indoor aquatic center, conference/ event center, lobby, gift shop, and outdoor dining/ activity/ event spaces.

The IDNR will also conduct a conceptual study and site analysis for a second new lodge of similar size, program, and amenity as the one to be constructed.

We seek a qualified A or A/E firm to work with all stakeholders to assist with selected design portions of these facilities, provide construction administration and project close-out.

SITE:

The site of the new lodge construction is at Potato Creek State Park, North Liberty, Indiana. The site was previously inventoried and analyzed (including archaeological reconnaissance) in 2001 in a study lead by The Troyer Group of Mishawaka, Indiana.

The site to be studied for a second new lodge is at Prophetstown State Park, Battle Ground, Indiana.

Programming Requirements for new lodge:

The lodge design/ development should have a character and aesthetic that respects and is informed by the natural and cultural heritage of the surrounding site/ park, and by the history of the Indiana State Park system. The lodge façade and public spaces should feature heavy-timber structure, wood detail and glacial-erratic masonry elements that draw inspiration from and provide current-day interpretation of the CCC-era heavy timber and masonry structures that typify much of the Indiana State Park system. The lodge should maximize views of the lake and integrate the inside and outside spaces as seamlessly as possible. The lodge should allow for operational/ guest service consistency with the other Indiana State Park Inns/ Lodges and incorporate current hospitality industry standards and best practices. The lodge should comply with all applicable ADA requirements and seek to be as barrier free and universally accessible as possible.

The space programming requirements include:

- 100 – 120 Guest rooms with the following approximate breakdown:
 - 85% room with two (2) queen beds
 - 10% patio room with two (2) queen beds
 - 5% suites with king beds and living area
- Full-service dining room with seating for approximately 150 guests with additional dining patio/terrace for approximately 80 guests.
- Event/ Conference center with large meeting/ banquet room for approximately 300-350 attendees and three (3) break-out meeting rooms with respective attendee capacities of at least 90, 80, and 50 with adjoining outdoor function patio/ terrace for 90 attendees.
- Indoor guest activities including the following:
 - Multi-purpose activity/ craft room
 - Video/ game arcade
 - Naturalist area
 - Fitness room
 - Indoor aquatic center with water slide, current channel, spray features, zero-entry leisure pool and whirlpool. The aquatic features and components should be similar to the indoor aquatic center at Abe Martin Lodge; designer WaterTechnology, Inc.
- Entry, check-in, and guest reception lobby with luggage cart storage/ staging area.
- Main lounge with fireplace of at least 2,000 sq. ft.
- Secondary lounge with securable entrance(s) that can serve as flexible rental space/ café/ bar with space for table seating of at least 80 guests.
- Gift shop of at least 1,000 sq. ft. with immediately adjacent space of at least an additional 250 sq. ft. dedicated to beverage/ snack vending.
- Full-service kitchen including prep areas for salad and desert, beverage station, plating area for banquet service of 350 guests, appropriate storage for dry goods, liquor, freezer, cooler, blast chiller, and receiving dock.

- Front-house operations of six (6) offices for management and sales staff and additional clerical/ work area for 5 additional staff.
- Back-house operations of chef, housekeeping, maintenance and purchasing offices; and break/ training room and staff locker-rooms with restrooms.
- Laundry facilities with service elevator access.
- Additional storage, maintenance, mechanical, and other tertiary spaces as required for the efficient functioning and serviceability of the lodge and ease of operation.
- Additional outdoor spaces/ functions (all ADA accessible):
 - Covered entry for guest arrival/ check-in/drop-off
 - Bike racks and rental area
 - Outdoor lounge with grill
 - Lake observation deck/ patio and fire-pit
 - Amphitheater/ event space with seating for 60
 - Sun courtyard for Aquatic Center
 - Event lawn with space for tent for 150 guests
 - Lakeside boardwalk with seating
 - Twelve (12) courtesy dock boat-slips
 - Open area for playground, lawn games and sand-volleyball court
 - Paths connecting to existing fishing pier, picnic shelter, bike path, and boat launch
 - Parking for 250 vehicles
 - Fully concealed and secured delivery and utility service courtyard

BUDGET AND SCHEDULE

Construction budget: For the purposes for this RFQ and subsequent submissions, assume a design and construction budget of \$55,000,000

Construction schedule: Project planning and design beginning 9/20/2021.

Estimated project cost completed by 2/1/2022.

Construction would begin as soon as possible and conclude by 4/15/2024.

DESIGNER REQUIREMENTS

Minimum requirements of the selected A or A/E team:

- Prequalified with the State of Indiana Public Works Certification Board
- Prior experience providing design services for construction project(s) of similar scope and size with a hospitality emphasis.
- Staffing capacity to perform services.
- Demonstrable experience in collaborative experience with other designers related to facilities where critical environments exist.
- Knowledge and/or experience with bidding state or government public works projects.

TERMS

The Design firm selected should anticipate executing a standard contract for full professional services. The contract will provide for a firm, fixed price for services.

RFQ RESPONSES

Firms interested in providing these services to the IDNR and IDOA should submit five printed copies and a digital copy of their written proposal to the address listed below.

IDOA, Public Works Division
Indiana Government Center South
402 West Washington Street, RM W-467
Indianapolis, IN 46204
Attn: Bob Grossman, Director

Proposals must be received no later than 12:00 p.m. Eastern Standard Time on August 17, 2021.

The outside of the envelope should be clearly marked:

“RESPONSE TO REQUEST FOR QUALIFICATION”

No more than one (1) response per principal firm should be submitted. Each proposal should designate one person as the principal contact for the proposing firm. Following a review of the responses, some of the responding firms may be requested to make oral presentations.

Any questions regarding this RFQ must be submitted to the above address no later than 12:00 p.m. Eastern Daylight-Saving Time on Monday, August 2, 2021. Questions may also be submitted by email to rgrossman@idoa.IN.gov.

Responses to all questions will be responded to by email.

SELECTION PROCESS AND CRITERIA

The Evaluation Team will review all the responses in the following manner:

1. Each response will be evaluated based on the criteria listed below.
2. Based on the results of the evaluation, the proposal(s) determined to be most advantageous to the IDNR, considering all of the evaluation criteria, may be selected by the IDNR for further action.

Responses will be evaluated based upon the documented ability of the proposer to satisfy the requirements of the Announcement in a cost-effective manner. Criteria considered includes but is not limited to:

1. Demonstrated experience and expertise in Design services for a construction project of similar scope and size with hospitality emphasis. Please be specific on previous projects.
2. Please indicate your firm's capacity to provide adequate staffing for this project.
3. Experience and expertise with government bidding requirements, particularly with respect to capital projects.
4. Demonstrated experience with heavy-timber structures. Please be specific on previous projects.

RFQ SUBMISSIONS

The response should address the selection criteria described herein and any other information which the offeror believes is relevant to the selection process. The response should include a statement of the philosophy of the firm's approach to this project. The response should include examples of projects which are like this project or which address the selection criteria. The response should identify the key persons to be assigned to the project and include a statement of the availability and commitment level for each person which the offeror is willing to include in the contracting document.

QUESTIONNAIRE

1. Name and address of principal location and Indiana office(s), if any, for principal firm and any consulting firms or individuals.
 - a. Please describe:
 - i. A brief history of the firms/individuals involved in this team.
 - ii. Experience, background, or expertise that qualifies your team for this project.
 - iii. Please list five (5) projects where your firm has performed as designer or sub-designer.

2. Indicate how your firm will provide the services requested in this RFQ and an outline of procedures to be used by the firm in providing a unified team approach. Provide any case histories or other information which is available to indicate past performance on similar types of services, including copies of typical reports (see also Item 5 below).

3. If selected as Designer, please explain and describe how a communication plan would be implemented that integrates IDNR and IDOA into the project.

4. Please indicate the typical fee structure your firm would propose if selected to provide the Designer services for this project.

5. Please provide the systems, applications, and other project support tools your firm utilizes to track project elements (e.g. financial/budget, timeliness, projected costs).

7. References:
 - a. List several persons who can provide information about similar work your firm has completed. (References may be contacted)
 - b. Provide a list of financial references that can provide information about the firm.

PARTICIPATION OF MBE, WBE, AND VBE FIRMS

Pursuant to IC 4-13-16.5 and in accordance with 25 IAC 2-20, the IDOA has determined that there is a reasonable expectation of minority business enterprise participation in this contract. Therefore, a contract goal of not less than eight percent (8%) minority business enterprise (MBE) participation and not less than eleven percent (11%) women business enterprise (WBE) has been established and all offerors and their subcontractors will be expected to comply with the regulations set forth in 25 IAC 2-20.

In accordance with Executive Order 13-04 and IC 5-22-14-3.5, it has been determined that there is a reasonable expectation of Indiana Veterans Business Enterprises (VBE) subcontracting opportunities on a contract awarded under this RFI. Therefore, a contract goal of three percent (3%) for Indiana Veterans Business Enterprises has been established.